

# CATERHAM ON THE HILL PARISH COUNCIL FREEDOM OF INFORMATION ACT 2008 PUBLICATION SCHEME

As approved by Council on 12<sup>th</sup> November 2008

Information available from:

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Information to be published	How the information can be obtained	Cost
<p><b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>		
Who's who on the Council and its Committees	The Clerk to the Council/ Parish Council website.	Nil
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	The Clerk to the Council/ Parish Council website / Newsletter	Nil
Location of main Council office and accessibility details	The Clerk to the Council/ Parish Council website / Newsletter	Nil
Staffing structure	The Clerk to the Council	Nil
<p><b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>		
Annual return form and report by auditor	The Clerk to the Council	Nil
Finalised budget	The Clerk to the Council	Nil
Precept	The Clerk to the Council	Nil
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	The Clerk to the Council	Nil
Grants given and received	The Clerk to the Council	Nil
List of current contracts awarded and value of contract	The Clerk to the Council	Nil
Members' allowances and expenses	The Clerk to the Council	Nil

<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	No Parish Plan. 4 year plan available in the New Year	Nil
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	The Clerk to the Council	Nil
Quality status	The Clerk to the Council	Nil
Local charters drawn up in accordance with DCLG guidelines	The Clerk	Nil
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)		
Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	The Clerk to the Council/ Parish Council website	Nil
Agendas of meetings (as above)	The Clerk to the Council/ Parish Council website	Nil
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	The Clerk to the Council/ Parish Council website	Nil
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	The Clerk to the Council	Nil
Responses to consultation papers	The Clerk to the Council	Nil
Responses to planning applications	The Clerk to the Council/ Parish Council website	Nil
Bye-laws	N/A	
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)		
Current information only		
Policies and procedures for the conduct of council business:  Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	The Clerk to the Council	Nil
Policies and procedures for the provision of services and about the employment of staff:  Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	The Clerk to the Council	Nil

Information security policy	The Clerk to the Council	Nil
Records management policies (records retention, destruction and archive)	N/A	
Data protection policies	The Clerk to the Council	Nil
Schedule of charges )for the publication of information)	The Clerk to the Council	Nil
<b>Class 6 – Lists and Registers</b>		
Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	N/A	
Assets Register	The Clerk to the Council	Nil
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	N/A	
Register of members' interests	The Clerk to the Council	Nil
Register of gifts and hospitality	The Clerk to the Council	Nil
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Current information only		
Allotments	N/A	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	N/A	
Seating, litter bins, clocks, memorials and lighting	The Clerk to the Council	Nil
Bus shelters	N/A	
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A	
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		